



SECRETARY OF THE ARMY
WASHINGTON

07 MAR 2006

MEMORANDUM FOR PUBLIC FINANCIAL DISCLOSURE REPORT FILERS
AND REVIEWERS

SUBJECT: Use of Army Financial Disclosure Management Application for Public Financial Disclosure Reports and Annual Post-Government Employment Restrictions Notification & Acknowledgement

1. This memorandum addresses two annual reporting requirements for "senior officials," e.g., Presidential Appointees, active duty General Officers, and Senior Executive Service personnel. These senior officials must file the Standard Form (SF) 278, Public Financial Disclosure Report. In addition, they must "certify annually that they are aware of the disqualification and employment restrictions of 18 U.S.C. 207 and 208, and 41 U.S.C 423, and that they have not violated those restrictions." This year the Army Financial Disclosure Management (FDM) web-based application (<https://www.fdm.army.mil>) combines these ethics requirements.
2. By 15 May, senior officials will electronically prepare, submit, and digitally sign their SF278 and their Annual Post-Government Employment Restrictions Notification and Acknowledgement using FDM. In addition, report reviewers and ethics officials will use FDM's review and approval features to complete electronic processing of the report.
3. During the 2005 filing season, FDM users successfully eliminated many common errors and guesswork. In addition, over fifty percent of filers who responded to the user survey estimated a substantial time savings. As an FDM user myself, I agree with many other users who recognized that annual use of FDM will expedite future report preparation. FDM is an approved component of Lean Six Sigma implementation.
4. Since I approved FDM development in April 2005, the Army has continued to improve this service. I am proud to inform you that the Department of Defense has awarded the Army system certification for the FDM program and the Office of Government Ethics supports our Army FDM initiative with its potential for future use by other Executive Branch agencies.
5. To assist you, please consult your local legal advisor for information and assistance with your reporting responsibilities and proper use of FDM. The Office of the General Counsel is the final authority responsible for the overall operation and execution of the FDM program.


Francis J. Harvey